



Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

February 19, 2016

TO: Executive Branch Department and Office Directors

FROM: Shawn Y. Stokes, Director, Office of Human Resources
Joseph F. Beach, Director, Department of Finance

SUBJECT: **Government Operating Status and Timekeeping Guidance for Tuesday, February 16, 2016 (Government Opened at 11 a.m. with Liberal Leave for Non-Essential Employees)**

The purpose of this memorandum is to clarify the status of County Government operations for **Tuesday, February 16, 2016** and to provide guidance to employees when they are completing their timecard. This guidance is being provided to all directors, ASCs or equivalent, and all HR Liaisons. **Please share this information with your employees.**

Beginning Date	Ending Date	Status
Tuesday, February 16, 2016 11:00 a.m.	Tuesday, February 16, 2016 11:59 p.m.	Liberal Leave

The County Government opened for business at 11:00 a.m. on February 16, 2016. Normal County business hours are from 8:00 a.m. to 5:00 p.m. Timekeeping guidance is provided below for:

- Liberal Leave
- Delayed Opening/Facility Closure

LIBERAL LEAVE

Liberal Leave means that non-essential employees may use Annual Leave, Comp Leave Supp, Comp Leave, Paid-Time-Off (PTO), or Leave-Without-Pay (LWOP) without prior supervisory approval for the time period of Liberal Leave listed above. Employees who worked receive regular pay for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, Compensation of employees during a declared liberal leave period or local emergency, unless the terms of their respective Collective Bargaining Agreement dictate

otherwise. There is no Liberal Leave for essential County employees. If you do not know whether you have been designated as essential or non-essential, please check with your supervisor or HR Liaison.

There are specific timekeeping requirements for all employees during a declared period of Liberal Leave. Link to Liberal Leave Guidance:

http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Liberal_Leave_Guidance_01262011.pdf

DELAYED OPENING / FACILITY CLOSURES

On Tuesday, February 16, 2016, there may have been closures at various County government locations. Please use the following guidance for facility closures, including delayed opening, at County government locations:

- Employees who were scheduled to work and did not report to work due to facility closures are eligible for Administrative Leave. Employees should use the pay code ***Admin Leave – Cnty Facility Clsd*** to record the number of scheduled hours that were not worked, due to the closure of the facility. For example, if an employee's regular work schedule is as listed below, then ***Admin Leave – Cnty Facility Clsd*** should be recorded as follows:

Scheduled Start Time	Time Affected by Delayed Opening	Hours to Record as <i>Admin Leave – Cnty Facility Clsd</i>
7:00 a.m.	7:00 a.m. – 11:00 a.m.	4 hours
8:00 a.m.	8:00 a.m. – 11:00 a.m.	3 hours
9:00 a.m.	9:00 a.m. – 11:00 a.m.	2 hour

- Please note, however, that if the employee already scheduled leave for February 16, 2016, they must take that pre-scheduled leave and not administrative leave.
- Employees who were sent home during their shift or reported but were prevented from working due to the closure of the facilities should also use the pay code ***Admin Leave – Cnty Facility Clsd*** to record the number of scheduled hours that were not worked. Please note, however, that if the employee already scheduled leave for February 16, 2016, they must take that pre-scheduled leave and not administrative leave.
- Employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code **HOURS WORKED**.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.

PROJECT CODE

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes specifically for the delayed opening and liberal leave on **Tuesday, February 16, 2016**.

QUESTIONS

- **OHR Compensation:**
 - [Mohamed Salem](#) at Mohamed.Salem@montgomerycountymd.gov
- **MCtime:**
 - MCtime@montgomerycountymd.gov

cc: Administrative Services Managers and Functional
Equivalents HR Department Liaisons
Finance, Payroll and MCtime